

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, perform accounting tasks, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and having work reviewed by a Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Fills out or types letters, forms, memos, statements, formal reports, or any other assigned documents.

Sets up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, or by subject matter. Keeps records on the location of materials removed from files and traces missing files. Maintains a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Recommends new procedures for office functions when necessary.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Composes business letters using correct grammar and punctuation. Compiles and organizes data and writes reports as required.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator, or

mathematical computer software. Transcribes dictation from a voice machine, dictaphone, or transcriber.

Accounts for the money and assets of an assigned division. Collects fines and bond money and issues receipts.

Acts as receptionist to department visitors, including answering telephone and placing calls, and handling routine questions and requests.

Distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have graduated from a standard high school or possess a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.